

☐ UNCLASSIFIED

Approved For Release 2006/02/07 : CIA-RDP92-00420R000400010028-9

☐ USE ONLY

☐ CONFIDENTIAL

☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM:

Office of the Inspector General  
2 E 49

EXTENSION

NO.

DATE

3 November 1975

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Personnel  
5 E 58

4 NOV 1975

2. D/Pers

4

J

3. [Redacted]

4 NOV 1975

B

4. [Redacted]

11/6/75

DH

5. [Redacted]

ILLEGIB

7. DD/Pers P+C

8.

9.

10.

11.

12.

13.

14.

15.

2 - 401 clock  
discussion?

RIO -

Who does this  
go to - [Redacted]

[Redacted] in order  
to prepare a proper  
response.

STAT

STAT

ADMINISTRATIVE-INTERNAL USE ONLY

INSPECTOR GENERAL

75-3872

3 November 1975

MEMORANDUM FOR: Director of Personnel  
SUBJECT : Status of Secretaries  
REFERENCE : My memorandum of 20 October 1975 re status of  
secretaries

Further on my quest for means of improving status of secretaries  
in the Agency:

- a. Can we sponsor some secretarial seminars? (Attachment A)
- b. Can we set aside money to send some of our secretaries  
to conferences such as the one described in Attachment B?

Office of the Inspector  
General

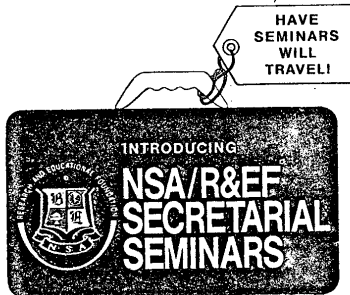
STAT

Attachment  
As stated

cc: Inspector General

Attachment A

# NSA/R&EF SECRETARIAL SEMINARS FOR ALL REASONS--EDUCATION FOR ALL SEASONS...



Developed, sponsored and presented exclusively by

**NATIONAL SECRETARIES ASSOCIATION RESEARCH AND EDUCATIONAL FOUNDATION BY SECRETARIES ... FOR SECRETARIES**

Design Your Own Program in Your Own Time Frame  
Mix and Match From Eight Stimulating Subjects  
Select Half-Day Program (2½-3 hours) 1 Seminar Leader  
Full-Day Program (5-6 hours) 2 Seminar Leaders

NSA/R&EF Seminars  
National Secretaries Association  
Research and Educational Foundation  
2440 Pershing Road, Suite G-10  
Kansas City, MO 64108

## 1. THE SECRETARY'S HUMAN RELATIONS (3 hours)

The professional secretary's attitudes . . . empathy . . . cooperation . . . ambition

- With co-workers
- With other employees throughout company
- With supervisors
- With members of management
- With others in business world, social world, etc.

The professional secretary's ability to communicate

- Perfecting skills in art of communication through effective listening
- Improving skills in art of communication through effective reading
- Accelerating skills in art of communication through effective speaking
- Updating skills in art of communication through effective writing
- Refining skills in art of communication through effective understanding of body language

### NSA/R&EF WILL SUPPLY:

1. Seminar Leader/s who will take complete charge of the program
2. All handout material for registrants
3. Sample promotion and publicity material to sponsoring organization

## 2. THE SECRETARY'S PROFESSIONAL DEVELOPMENT (2½ hours)

Changing obstacles into opportunities through

- Meeting the challenge of setting and achieving goals
- Charting career paths and bypassing detours and blind alleys
- Establishing and maintaining a good working climate
- Delegating and supervising
- Obtaining management support for your aspirations
- Making the personnel jacket a progressive autobiography
- Maintaining high standards of performance
- Developing a reputation for accuracy and reliability
- Getting ready for increased responsibilities
- Reviewing the job description
- Applying time and motion study
- Getting management credit for continuing education courses, seminars and workshops

### SPONSORING ORGANIZATION TO BE RESPONSIBLE FOR:

1. Program fee
2. Arranging for suitable Seminar meeting facilities
3. Providing podium, audio/visual equipment required by Seminar Leader/s
4. Refreshment breaks or meals when included in individual registration fee
5. Registration check-in personnel

January 1975  
23  
Secretary

Mrs. Margaret H. Dillon, CPS  
Director, NSA/R&EF Seminar Team  
P.O. Box 2641  
Birmingham, AL 35291

Date: \_\_\_\_\_

We are interested in sponsoring the Seminar subjects circled 1 2 3 4 5 6 7 8. We plan a full day \_\_\_\_\_  
half day \_\_\_\_\_ on \_\_\_\_\_. If first choice not available, our alternate dates are \_\_\_\_\_

(name and address of hotel, club or other facility to be used)

We anticipate an audience of approximately \_\_\_\_\_ persons. Please send additional necessary information to:

Name \_\_\_\_\_ Representing \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone AC/No. \_\_\_\_\_

1-75

### 3. THE SECRETARY'S MANAGERIAL FUNCTION

(1 1/2 hours)

**Thinking, planning, working ahead through**

- Knowing your company's purpose, goals, products and services
- Taking stock of your ability to work in harmony with others
- Analyzing and recapping information points
- Simplifying work routines
- Learning to make decisions
- Proceeding in the absence of instructions
- Managing time
- Setting priorities
- Scheduling two calendars—secretary's and executive's
- Following through
- Taking the flap out of crises

### 4. THE SECRETARY'S MANAGERIAL APPROACH TO PROBLEM SOLVING

(2 hours)

**Being a part of the solution not the problem by**

- Researching the facts
- Asking the right questions
- Analyzing the problem
- Studying alternatives
- Evaluating and deciding
- Defining the best solution
- Communicating goals
- Planning the work and working the plan
- Making implementation assignments
- Setting deadlines
- Measuring results

*Registrants will be involved in role playing, simulating situations between the managerial secretary and subordinates.*

### 5. THE SECRETARY AS EXECUTIVE TEAM PLAYER

(2 hours)

**Supporting bridges to success by**

- Differentiating between subjective and objective resentments
- Tempering confrontations
- Setting mutual objectives
- Comparing attitudes, thinking and viewpoints
- Evaluating expressions of appreciation and criticism realistically
- Cooperating not copping out
- Team planning and playing
- Developing organizational ability
- Disciplining work habits

### 6. THE SECRETARY'S LEADERSHIP ABILITIES

(4 hours)

**Are You Ready for Leadership?**

- Evaluating self performance
- Recognizing supportive vs. destructive elements
- Accepting challenges of preparation for leadership
- Cooperating fully
- Meeting challenge with positive attitude
- Performing one step beyond with assurance

### 7. THE SECRETARY'S ART OF SEMANTICS

(1 1/2 hours)

**Making words work overtime by**

- Commanding a superior vocabulary
- Avoiding ambiguities
- Defogging sentences
- Weeding out stilted or trite phrases
- Shunning antagonistic words
- Eliminating the negative
- Accenting the positive
- Getting to the point
- Saying "no" gracefully
- Wording offers that can't be refused

### 8. THE SECRETARY'S PRACTICAL ACCOUNTING

(2 hours)

**1 + 1 don't always make 2**

- Familiarization with accounting terms and practices
- Assets, liabilities, and capital
- Debits and credits
- Depreciation
- Profit and loss statements
- The bottom line
- Balance sheets
- Budget control
- Bank statement reconciliation

*Registrants will work from and discuss examples in practice manual*

**CUSTOM  
TAILORED  
TO THE NEEDS  
OF YOUR AUDIENCE**



**NSA/R&EF SEMINARS** are presented under the auspices of National Secretaries Association Research and Educational Foundation established in 1966.

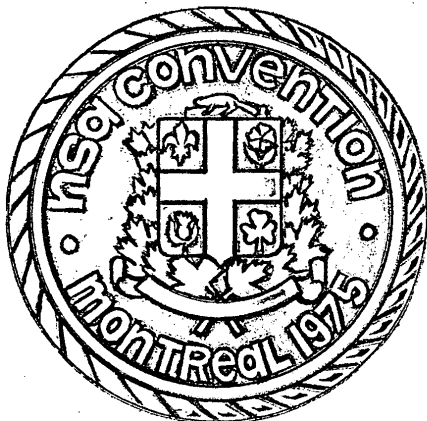
The Foundation provides funds for research and educational projects of benefit to all secretaries, to management and to the field of business education. The development of group instructions and individual study material useful to the secretary and beneficial to the community are included in the overall projects of the Foundation.

Annual scholarships are provided to business students for college study from this Fund.

The Foundation subscribes to NSA's definition of a secretary:

A SECRETARY is an executive assistant who possesses a mastery of office skills, who demonstrates the ability to assume responsibility without direct supervision, who exercises initiative and judgment, and who makes decisions within the scope of assigned authority.

*Attachment B*



# SECRETARIES OF ALL NATIONS

*you need not be a member of NSA*

are cordially invited to attend the

## INTERNATIONAL FORUM

*in conjunction with the*  
**30th annual Convention**  
**THE NATIONAL SECRETARIES ASSOCIATION**  
**(International)**

*co-hosted by Ville-Marie and Montréal Chapters of NSA*

**14-18 JULY**  
**MONTREAL, QUÉBEC, CANADA**  
 Queen Elizabeth Hotel and Place Bonaventure

### Monday thru Friday activity highlights

**"Fun Day" Monday, Lachute Golf and Country Club** . . . golf, tennis, horseback riding, swimming, bridge, culinary demonstration, hiking and leisure.

**Exhibits of Office Equipment, Supplies and Services Monday evening, followed by an Open House** where friendships are made and renewed.

**Official Opening Ceremonies Tuesday morning with Keynote Speaker Jean-Luc Pépin, former Minister of Industry, Trade and Commerce of Canada, Head of Interimco, Ltd., Ottawa, consulting firm.**

**International Secretary of the Year Contest.**

**Educational tours to facilities of forward-thinking companies to view applications of sophisticated business concepts.**

*Nonmembers may attend all functions except official Association business sessions. Registration details in March issue.*

**Educational Seminars to develop a Better World and a Better You . . . with audience participation, delving from economic science to para-science to advance secretaries professionally and personally as citizens of our global village.**

**Panel of NSA Leaders and Professional Staff discussing world-wide Secretarial Ideas and Progress, with audience participation.**

**An evening NSA Home Trust Fund Event at Salle Claude Champagne featuring Les Feux Follets, National Dance Ensemble of Canada.**

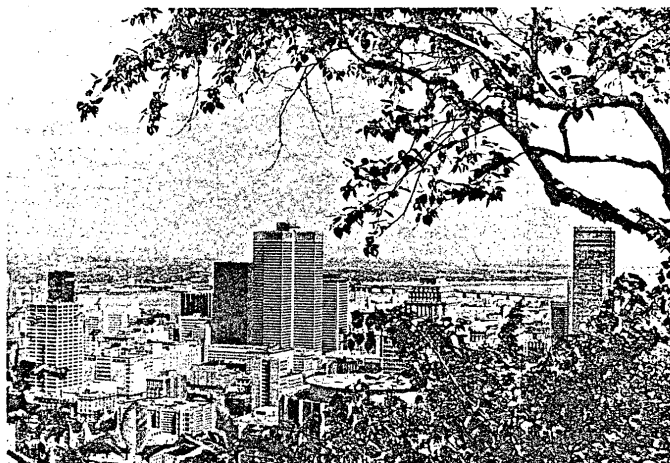
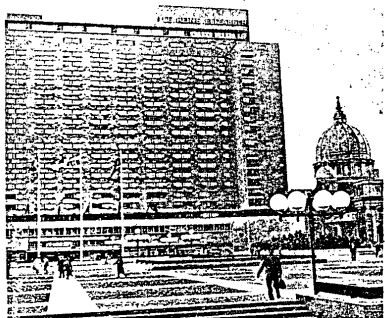
**"Les Québécois" banquet, installation of NSA Officers and entertainment starring internationally known Canadian singer Yoland Guérard.**

**Optional area sightseeing tours.**

**An opportunity for exchange of ideas and ideals with professional secretaries throughout the world.**

The Queen Elizabeth Hotel, Montréal's largest, taken from across Place Ville Marie. Owned by the Canadian National Railways, it is operated by the Hilton chain. It stands 21 storeys tall, contains over 1,200 rooms, and has some of the finest convention facilities found anywhere. Three major restaurants are found here: the Panorama, Beaver Club and Salle Bonaventure. To the right is the Roman Catholic cathedral, Mary Queen of the World.

Downtown Montréal seen from atop Mount Royal with the Saint Lawrence river in the background. The dominant cruciform-shaped building on the left is the Royal Bank building of Place Ville Marie.

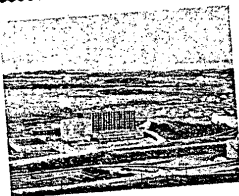


# BIENVENUE A MONTRÉAL

## Pre- and Post-Convention Trips and Tours

Hosted by Montréal and Villa Marie Chapters, NSA

### TOUR MC-1 FROBISHER BAY — THE ARCTIC July 12th, 1975



Lv. Montréal Airport 7:50 pm  
Ret. Montréal Airport 7:00 am July 13  
Price includes transfers to and from airports in Montréal & Frobisher, sightseeing tour of Frobisher and first class service with two meals on board flight with surprises!!  
COST: \$155.00 per person plus 4.65 airport tax.  
Minimum passengers required: 88  
Maximum passengers accepted: 95

### TOUR MC-2 July 19th, 1975 Exactly the same as Tour MC-1 but leaving July 19th, 1975 at 7:50 pm and returning 7:00 am July 20th.

### TOUR MC-7 LAURENTIAN MOUNTAINS — CHANTECLER

Departure—July 19th, 1975  
Return—July 20th, 1975  
Price includes bus transportation Montréal to Chantecler to Montréal, 1 night accommodation at Chantecler Hotel, three meals and availability of golf, riding, inside swimming pool.  
Rate per person \$43.00 (based on double occupancy)

### TOUR MC-8 PRINCE EDWARD ISLAND/CAVENDISH BEACH

Departure—July 20th, 1975  
Return—July 25th, 1975  
Price includes transfers Downtown to Montréal Airport and Airport to Cavendish Beach;  
Tour of the Island  
Hotel accommodation at Cavendish Beach Hotel (on double occupancy basis)  
Flight from Montréal on Eastern Provincial  
Rate per person \$290.00 (based on double occupancy)

### TOUR MC-9 BAHAMAS

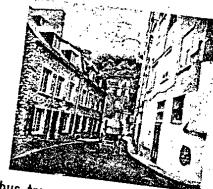
Departure—July 20th, 1975  
Return—July 27th, 1975  
Price includes return transportation Montréal — Nassau  
Air-conditioned room at Holiday Inn  
Transfers between airport and Hotel in Nassau  
2 meals daily (breakfast and dinner)  
Rate per person \$389.00 (based on double occupancy)

### TOUR MC-10 SIGHTSEEING OF MONTRÉAL

Tour of greater Montréal includes 200 points of interest and lasts 2¼ hours. Ticket can be used any day and tours depart within one block of the hotel approximately every 2 hours.

### TOUR MC-3 PICTURESQUE QUÉBEC CITY

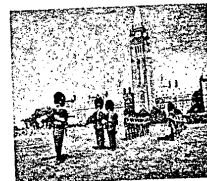
July 12th, 1975  
One day visit to beautiful Québec City including bus transportation from and to Montréal, deluxe sightseeing in Québec City and lunch at historical Chateau Frontenac.  
COST: \$25.00 per person.



### TOUR MC-4 July 19th, 1975 Same as Tour MC-3 except that it leaves July 19th, 1975.

### TOUR MC-5 OTTAWA — THE NATION'S CAPITAL July 13th, 1975

One day visit to the Nation's Capital including bus transportation deluxe sightseeing tour and lunch in Ottawa.  
COST: \$25.00 per person.



### TOUR MC-6 July 20th, 1975 Exactly same trip as Tour MC-5 except that it leaves July 20th.

## BOOK YOUR TRIPS NOW — THE DEMAND IS JUST FANTASTIC

Deposits on all trips are required by March 15, 1975 (40%) with final payment due April 30, 1975. Checks to be made payable to NSA Convention Trips and Tours. Prices are subject to change by Airlines, Bus and/or Hotel Companies.

**NOTE:** If you wish special trips to be organized just to suit your needs, please contact Louise Rochon and she will put you in touch with our Travel Agency "Columbus Travel Ltd." Perhaps you can be accommodated on a trip which is available to your favorite destination.

There will be a tours and trips booth at the Queen Elizabeth Hotel where various Gray Line tours of the City and the general area will be sold by a Montréal Chapter representative.

Complete and mail with your deposit to: Mrs. Louise Rochon, Suite 553, 2 Place Ville Marie, Montréal, Que., CAN H3B-2C9

Enclosed is my deposit for the tours indicated:

☐ MC-1 ☐ MC-3 ☐ MC-5 ☐ MC-7 ☐ MC-9  
☐ MC-2 ☐ MC-4 ☐ MC-6 ☐ MC-8 ☐ MC-10

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Area/Phone \_\_\_\_\_  
Chapter \_\_\_\_\_  
City \_\_\_\_\_ SU/Pr \_\_\_\_\_ ZIP/PCD \_\_\_\_\_

February 1975  
31  
Secretary